

Chris - file

3 April 1981

MEMORANDUM FOR: Admiral Inman

SUBJECT : My Replacement

1. [] and I had a good discussion with Mr. Casey this morning. He approved Tom's assignment here.

STAT

2. On a related front, I have met with OPPP&M's position evaluators, and [] told me yesterday that the position has been established at the SIS-3 level, subject to your review in connection with other pending recommendations. Tom will arrive here 15 April for a read-in, orientation, and meeting several people around town.*

STAT

[]
B. C. EVANS
Executive Secretary

STAT

* *As attached*
xx [] *1DD/INFA*

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DD/PPPM
SE58 Hqs.

EXTENSION

NO.

DATE

3 April 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Ben Evans
Ex. Secy.

As promised, attached is the memorandum we will ultimately send to the DDCI recommending an upgrade of your position to SIS-3. (For your information, the classifier also felt that the earlier downgrade you experienced was totally uncalled for.)

Please give the DDCI the necessary assurances concerning our view on the level of the position which you hold.

We will forward this memorandum, along with others we are holding, pending an opportunity for us to brief the DDCI on all aspects of the SIS.

I am returning the material you sent to me.

Attachment

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Director of Personnel Policy, Planning,
and Management

SUBJECT: Senior Intelligence Service Evaluation -
Office of the Director

1. Action Requested: Your approval to effect a change in the evaluation of a Senior Intelligence Service (SIS) position within the Office of the Director of Central Intelligence.

2. Background: The Position Management and Compensation Division (PMCD) of the Office of Personnel Policy, Planning, and Management (OPPPM) recently conducted a review of the Executive Secretary position located in the Office of the Director of Central Intelligence. This review resulted in a determination that the position should be upgraded from the SIS-1/2 to the SIS-03 level. The attachment to this memorandum contains PMCD rationale for the proposed upgrading. This action will have no direct impact on Agency SIS ceiling.

3. Recommendation: It is recommended that you approve the upgrading of the position of Executive Secretary, Office of the Director of Central Intelligence, from SIS-1/2 to SIS-03.

Harry E. Fitzwater

APPROVED:

Deputy Director of Central Intelligence

Date

Attachement:
as stated, herewith

DISTRIBUTION:

- 0 - Addressee (return to D/PPPM)
- 1 - DDCI
- 1 - Executive Registry
- 2 - D/PPPM
- 1 - ODCI
- 3 - PMCD

UNCLASSIFIED

The incumbent of this position serves as Executive Secretary to the Director and Deputy Director of Central Intelligence. As such, he/she reviews all incoming official and private correspondence addressed to the DCI and decides who should develop a response, assigns action to that party, and establishes a suspense date for the action. Upon completion of the response, the incumbent reviews the product to ensure that it has been properly staffed, that it has been coordinated with all parties having an equity in the matter, that it conforms with current policy and regulatory issuances, and that it is clearly written. Along the same lines, the incumbent assigns action for upcoming NSC, SIG, Cabinet, and Interdepartmental meetings insuring that the above criteria are met. In addition to issues requiring DCI approval, the incumbent will frequently handle items independently (or by tasking senior level officers) that do not require the personal attention of the DCI, assuming full responsibility for these items.

The incumbent further serves as the principal DCI Liaison Officer with counterparts in other executive agencies, the National Security Council, the President's Cabinet Secretary, etc. to expedite and/or resolve matters of common concern that may require the DCI's attention. As above, however, the incumbent may resolve many of the issues independently, if in his/her judgment, they do not require the personal involvement of the DCI.

The incumbent performs additional assorted duties including supervision of the CIA History Staff and the Executive Registry, Control Officer for the file holdings of previous directors, DCI FOIA/Privacy Act Officer, etc.

Although this position serves in a staff capacity with direct supervisory responsibility over only his own small staff, the History Staff, and the Executive Registry, the function is "line-like" in that it involves the tasking of agency officers and the review of materials prepared for or on behalf of the DCI. The position does not require an in-depth knowledge of a particular discipline but rather requires a breadth of knowledge concerning Agency and Community programs sufficient to address the quality of materials prepared for the DCI. The duties and responsibilities of this position are similar in nature to Executive Secretary/Assistant/Officer position within the Agency and Community staffs. Grade evaluation was therefore based on a comparison with these types of positions.

Executive Secretary/Officer positions found at the office level are typically classified at the GS-15 or SIS-1/2 level, dependent upon their managerial responsibilities. For example, the Executive Secretaries to the COMIREX and SIGINT committees and the Executive Officer, Office of Strategic Research/NFAC, none of which have managerial responsibility, are classified at the GS-15 level. Similar positions with significant managerial responsibilities such as the Executive Officers in the Office of Scientific and Weapons Research/NFAC, Office of Economic Research/NFAC, and Office of Development and Engineering/S&T are classified at the SIS-1/2 level. In the last total survey conducted of Agency supergrade positions in 1976/77, the then directorate Executive Officer positions in DDI (NFAC), DDA, and DDS&T were all evaluated at the GS-17 (SIS-03) level. Their functions included serving as focal point for material to or from the deputy director, serving as the liaison focal point, performing program evaluation studies as assigned, and supervising various administrative elements within the direc-

torate. Although the absence of significant supervisory responsibilities weaken the subject position from a classification standpoint in comparison with the directorate positions, the fact that the position is operating at the agency level which introduces additional knowledge requirements and complexities and enhances the scope and impact provides an offsetting strength. This position is therefore, in comparison with similar positions, evaluated at the SIS-03 level.

Page Denied